



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND  
WASHINGTON NAVY YARD  
1322 PATTERSON AVENUE SE SUITE 1000  
WASHINGTON DC 20374-5065

NAVFACINST 4423.1E  
FAC SRL

**31 MAY 2000**

NAVFAC INSTRUCTION 4423.1E

From: Commander, Naval Facilities Engineering Command

Subj: DEVELOPMENT, MODIFICATION AND DOCUMENTATION OF NAVAL FACILITIES ENGINEERING COMMAND (NAVFACENGCOM) MANAGED ADVANCED BASE FUNCTIONAL COMPONENTS (ABFCs) AND TABLES OF ALLOWANCE (TOAs)

Ref: (a) OPNAV 41P3  
(b) NAVFAC P437  
(c) NAVFAC P315  
(d) NAVFACINST 4040.39B  
(e) NAVFACINST 11200.35

Encl: (1) Allowance Change Request NAVSUP Form 1220-2  
(2) Requirements Change Request (RCR) Submission/Update Procedures for Naval Construction Force units  
(3) Requirements Change Request (RCR) Submission/Update Procedures for Naval Support Element, Naval Beach Group, and other Naval Special Operation Units

1. Purpose. This instruction delineates procedures for the submission, review of recommendations and approval/disapproval for the modification of established Advanced Base Functional Components (ABFCs) and Tables of Allowance (TOAs) managed by COMNAVFACENGCOM. This is a major revision.

2. Cancellation. NAVFACINST 4423.1D is superseded and cancelled.

3. Applicability. The provisions of this instruction apply to all commands having COMNAVFACENGCOM managed ABFCs and TOAs.

4. Definitions.

a. Table of Advanced Base Functional Components (OPNAV 41P3C). The basic reference that describes the ABFC system and prescribes the mission statement, maintenance and use responsibilities.

b. Advanced Base Functional Components (ABFC). A grouping of personnel, facilities, equipment, and material designed to perform a specific CNO approved mission. References (a) and (b) provide the mission, personnel, and detailed facility equipment information for each ABFC.

c. Advanced Base Initial Outfitting List (ABIOL). A line item listing of the material in each ABFC.

d. Civil Engineer Support Equipment (CESE). All USN-numbered equipment, including attachments, for which NAVFACENGCOM has the responsibility for the requirements determination, procurement, and assignment. Material handling equipment is not addressed as CESE.

e. Civil Engineer End Items (CEEI). Any 2C-cognizance item which is not CESE and generally does not have USN registration numbers.

f. Naval Construction Force (NCF). Composed of active and reserve construction commands, Special Operating Units (SOUs), and support units, including Naval Construction Brigade (NCB), Naval Construction Regiments (NCRs), Naval Mobile Construction Battalions (NMCBs), Naval Construction Force Support Units (NCFSUs), Construction Battalion Maintenance Units (CBMUs), Underwater Construction Teams (UCTs), Construction Battalion Units (CBUs), and Amphibious Construction Battalions (ACBs). Reference (c) provides further detailed information on the entire NCF system, both active and reserve.

g. Naval Support Element (NSE). Composed of active and reserve units in support of the Maritime Prepositioning Ships (MPS), and the Maritime Prepositioning Force (MPF) portion of an amphibious assault, and includes, but is not limited to: Naval Beach Groups (NBGs), Beach Master Units (BMUs), Assault Craft Units (ACUs), Naval Cargo Handling and Port Group (NAVCHAPGRU), and Naval Construction Force (NCF) units.

h. Table of Allowance (TOA). A complete listing of CNO approved material authorized as allowance for a specific established unit. It is a mirror image of all of the material identified by the ABFC System Commands (SYSCOMs) detailed ABIOLs for ABFCs. TOAs are standardized listings used to establish and maintain all required equipment, material, and personnel to support the unit's mission. The TOA is listed by functional Sections and respective group codes (i.e., Section 04=CESE, 14=Weapons, 15=Comm Equip, and 28=POL, etc).

i. NCF Financial Managers Council (FMC). The FMC is comprised of members from OPNAV Resource Sponsor, COMNAVFACENGCOM, Naval Construction Brigades, and the Seabee Logistics Center (SLC). SLC Project Manager responsible for reviewing and approving all ACR submittals and senior NCF ESG members attend on an ADHOC basis.

## 5. Background

a. The SLC, is designated to provide the ABFC System Commands with systems engineering design for the development, modification, and documentation of ABFC designs, TOAs, and Type Unit Characteristics (TUCHA) data for validated requirements designated by OPNAV N41. NAVFACENGCOM/SLC representatives shall conduct Management Assistance Visits (MAVs) with units supported by ABFCs/TOAs to assist the unit commander in managing available resources, providing TOA indoctrination training, implementing new requirements, enhancing the design and selection of material, tools and equipment, and other factors leading to the improvement and effectiveness of the ABFC/TOA. Reference (d), provides policy, guidance, and procedures for initiating changes to the ABFC Planning and Programming System.

b. Recommended changes to the ABFC/TOA are generated using the Allowance Change Request (ACR) Form NAVSUP 1220-2 listed as enclosure (2). The ACR may be generated to identify requirement recommendations based on field experience of the using unit, mission changes, or technology advancement.

c. State-of-the-art technological advances. ACRs involving technical advances or a system stock number change of an existing approved TOA can be approved by the SLC if the following criteria are met:

(1) Item does not involve a wholesale change of every like item in the TOA. Record of change will reflect new item being introduced. Existing useable items will continue to be used until replaced at the end of its service life.

(2) Change has no significant impact on training requirements.

(3) Change has no significant cost impact.

6. Procedures for Initiating TOA Changes. All changes to NAVFACENGCOM managed ABFCs/TOAs, shall be initiated in accordance with this instruction. ABFC under the cognizant of other System Commands must be initiated using reference (d), and for CESE and CEEI changes must be initiated using reference (e).

a. Format. Allowance change recommendations shall be made by submitting an ACR Form 1220-2 or in letter format with complete justification for each allowance change requested. All allowance change requests will be processed using the RCR process criteria listed in enclosures (2) or (3).

b. Justification. Justification for changes shall be based on one or more of the following:

(1) Mission Capability Improvement. Will the proposed change improve the capability to perform the assigned mission? Modernization: Does the change reduce the number of requirements of an allowance, reduce the footprint, or significantly improve readiness? Proposed changes resulting from changes in a unit's mission should be specifically identified.

(2) Required Operational Capability/Projected Operational Environment (ROC/POE). Changes to the ROC/POE may result in the units mission capability being substantially revised and should result in an ACR being submitted to SLC to conduct a systems analysis review. Identify any offsets or recapitalization of assets being replaced or no longer required.

(3) Cost Effectiveness. Does the proposed change address manpower savings or reduce the inventory requirements and the perceived life cycle costs? A brief cost comparison should be included.

(4) Other. Will the proposed change result in a non-quantitative improvement such as improved health, welfare, morale, etc?

(5) Proposed change that support site specific projects/operations (i.e., Bosnia, Desert Storm, etc.) will be procured using unit OMN or project funds. Approved TOAs will not be changed to accommodate site/project specific requirements.

(6) Safety. Will proposed change result in a safer operation?

c. Submittal. Recommendations involving changes to authorized ABFC/TOA allowances shall be submitted via the unit's chain of command. It is the responsibility of both Naval Construction Brigades (NCBs) and Naval Beach Group Commanders to coordinate all recommended changes with appropriate command endorsements and forward to COMNAVFACENGCOM, Director Contingency Engineering/Seabees. The NAVFAC Program Manager (PM) will obtain cross-ocean Brigade/Beach Group concurrence or non-concurrence. If concurred by both fleets, NAVFAC will assign tracking identification number and forward change request to the SLC for initial analysis. Upon completion of initial analysis SLC will forward change request with analysis results to the NAVFAC PM.

d. Processing Criteria. SLC shall systematically conduct a systems analysis review for all recommended changes using criteria listed in enclosures (2) or (3), and present all the facts with proposed options as a project summary package to the NAVFAC PM. In presenting it's proposed options, SLC shall consider:

(1) Reliability, Maintainability, and Flexibility. Technically suited hardware items shall be selected to increase the overall reliability and maintainability of the TOAs and to increase flexibility by minimizing the amount of specialized equipment/material designed to serve only a limited, narrow function.

(2) Life Cycle Costs. Hardware items shall be selected with consideration toward reducing total life cycle costs, including initial procurement, training, operations, interoperability, maintenance, and replacement costs.

(3) Interoperability. Allowances shall be maintained to ensure interoperability including "inter" and "intra" exchangeability of equipment and components among commands within DOD; furthermore, unless special circumstances warrant an authorized difference, TOAs of like units shall be identical.

(4) Mobility. Consideration shall be given to reducing weight and cube footprint of TOAs in order to improve unit mobility and to perform the assigned mission as prescribed in references (a) and (c).

(5) Stock Status. Recapitalization against other allowances and/or disposition of stock must be considered if the

recommended change will result in excess of equipment or material.

e. TOA Working File. SLC shall identify the new requirements as a result of ACR submittals in the ABFC/TOA Component Working File until the Requirements Change Request (RCR) process has been completed and forwarded to cognizant authority for review and approval.

## 7. Allowance Change Process.

a. For Brigade units. The NAVFAC PM will determine applicability of using the Seabee Combat Development Process (SCDP) or the Operations Quality Management Board. Change request not considered appropriate for SCDP will be forward to the Operations Quality management Board (OPS QMB) for processing. Change request involving communications and/or information management systems will be coordinated with the Command, Control, Communications, and Information Quality Management Board (C4I QMB) for concurrence. Approved changed recommendations from the SCDP or OPS QMB will be forwarded to the FMC for resource determination. Enclosure (2) provides detailed flow diagram of process.

(1) Proposed changes less than \$2,500.00 can be approved by the FMC if funds are readily available. Endorsed changes that can not be immediately funded will be budgeted for in the next fiscal year.

(2) Proposed changes greater than \$2,500.00 will be forwarded to the NCF Executive Steering Group (NCF ESG) for concurrence prior to seeking resource sponsor programming guidance.

b. Naval Support Element and other Navy special operating units. The NAVFAC PM will process change requests as outlined in Enclosure (4)

c. Change Recommendation. Recommended allowance changes will be the responsibility of OPS/C4I QMB or the SCDP process and directed to the Financial Managers Council for resolution. **ONLY** approved and funded requirements will impact the TOA Master File.

8. TOA Approval. Approval authority for all TOAs rests with COMNAVFACENGCOM and Chief of Naval Operations (CNO).

a. Component Master File. Upon approval by cognizant authority, the component Master File will be updated to reflect changes.

9. Action. All Commands supported by COMNAVFACENGCOM managed TOAs will process recommendations for changes to TOAs in accordance with this instruction.

10. Recommended Changes to this Instruction. Recommended changes to this instruction should be submitted to Commander, Naval Facilities Engineering Command, Director of Seabee Readiness.

11. Availability of Forms. NAVSUP Form 1220-2, Allowance Change Request (ACR), NSN 0108-LF-501-2206, is available through the normal supply channels.



J. M. BARRETT

Director of Seabee Readiness

Distribution: (SNDL)

21A1 CINCLANTFLT

21A2 CINCPACFLT

26C COMNAVBEACHGRU TWO

COMNAVBEACHGRU ONE

26E BMU ONE; BMU TWO

ACU ONE; ACU TWO

26GG EODGRU ONE; EODGRU TWO

26QQ COMNAVSPECWARGRU ONE

COMNAVSPECWARGRU TWO

28L1 COMPHIBRON TWO

39B COM SECOND NCB

COM THIRD NCB

39E PHIBCB TWO; PHIBCB ONE

39F1 SECOND NCB DET GULFPORT

39H1 CBU 402,403,410,411,412,414,415,420,422,423

39H2 CBU 401,405,406,413,416,417,418,421,427

FT20 NAVCONSTRACEN GULFPORT

NAVCONSTRACEN PORT HUENEME

26W NAVCHAPGRU WILLIAMSBURG

26X COMNAVELSF WILLIAMSBURG

**ALLOWANCE CHANGE REQUEST**

NAVSUP 1220-2 (12-76) S/N 0108-LF-501-2206

Instructions on Reverse

Please Type or Print

1. FROM:

TO:

VIA:

2. Date/Serial Number

3. APL/AEL/RIC Number

4. Status of Requested/Allowed Item

☐ Item Addition

or

☐ Item Deletion☐ Item on Board

or

☐ Item Not on Board5. National Stock Number (NSN)  
or FSCM & Part Number6. Equipment/Component (E/C)  
or Item Nomenclature7. Unit  
of Issue8. Unit  
Price9. Present  
Qty.  
Allowed10. New  
Total Qty.11. Extended Value  
of Change

12. Justification (Mandatory)

13. Copy To:

14. Signature:

15. First Endorsement

☐ Approval Recommended☐ Disapproved☐ Other

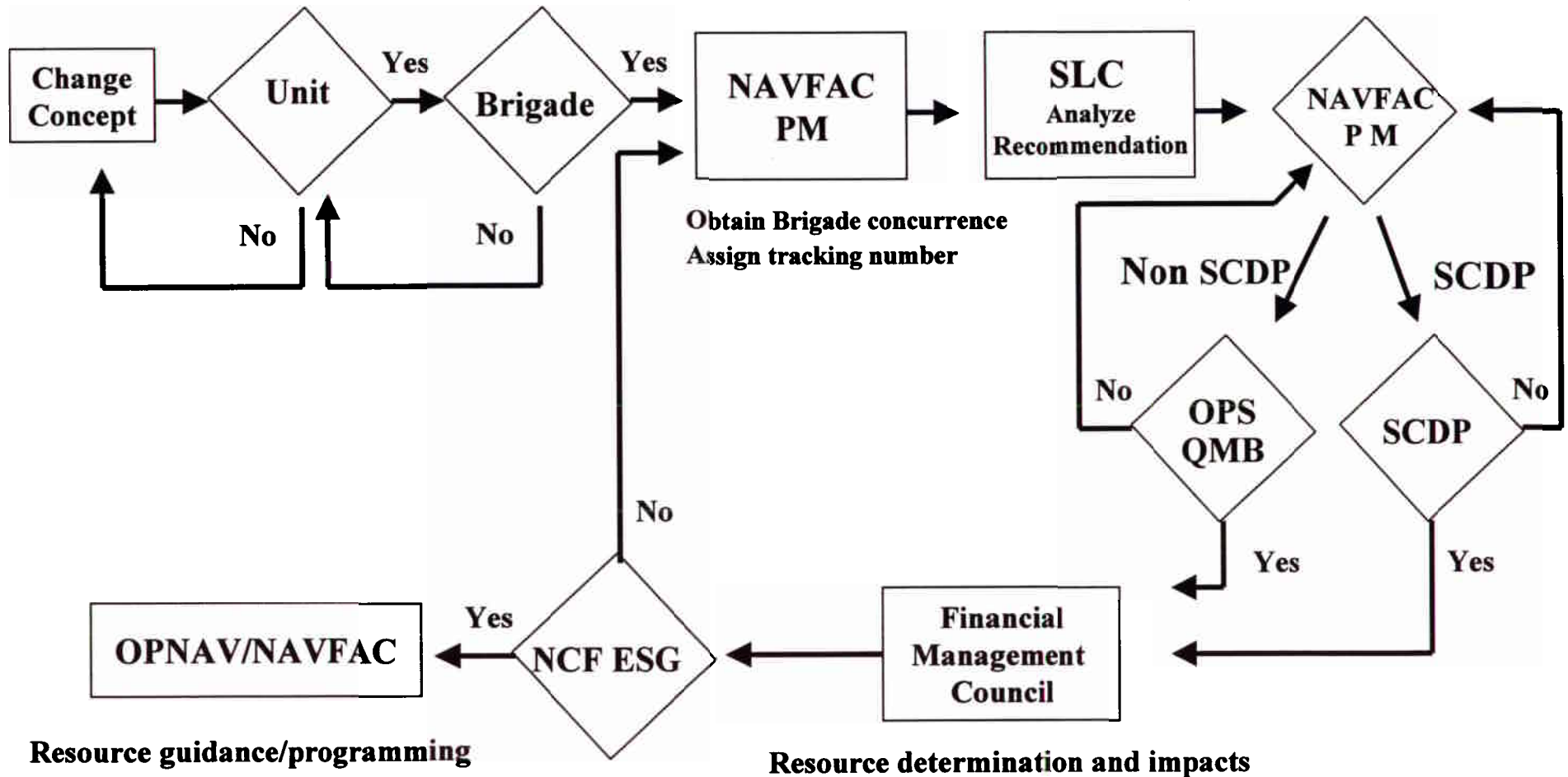
ENCLOSURE(1)

## INSTRUCTIONS FOR PREPARING ALLOWANCE CHANGE REQUEST (ACR)

- Block 1. ADDRESSEE. Complete in the same manner as other official correspondence.
- Block 2. DATE AND SERIAL NUMBER. The serial number will include the ship type/hull number of the ship and a sequential number.
- Block 3. ALLOWANCE PARTS LIST (APL), ALLOWANCE EQUIPAGE LIST (AEL), REPAIRABLE ITEM CODE (RIC) NUMBER (IF AVAILABLE). Enter the APL, AEL, number in this block.
- Block 4. STATUS OF REQUESTED/ALLOWED ITEM. Place an "X" in the appropriate box(es) to show the status of the requested/allowed item(s).
- Block 5. NATIONAL STOCK NUMBER (NSN) OR FEDERAL SUPPLY CODE FOR MANUFACTURERS (FSCM) AND PART NUMBER. Enter the NSN or the FSCM and manufacturer's part number. FSCMs are to be written in accordance with DOD publications H4-1 or H4-2 (Federal Supply Codes for Manufacturers).
- Block 6. EQUIPMENT/COMPONENT (E/C) OR ITEM NOMENCLATURE. Enter nomenclature for each stock number or part number listed in Block 5. Provide nameplate description and all available technical data. If the item listed is a repair part and the APL/AEL/RIC number for the parent equipment/component is not provided in Block 3, give nameplate data, if available, or as a minimum manufacturer's name, item name, drawing or reference number, applicable technical manual and the service application, system or subsystem of the equipment which the repair part supports. (If additional space is required, use Block 12 or separate page.)
- Block 7. UNIT OF ISSUE (U/I). Enter the approved abbreviation for each standard item as listed in the Navy Management Data List (NMDL). For non-standard items, use the manufacturer's parts list for U/I data. If the U/I is unknown, LEAVE THIS BLANK.
- Block 8. UNIT PRICE. Enter the unit price for each item listed.
- Block 9. PRESENT QUANTITY ALLOWED. Enter present quantity allowed (authorized). Cite source and date of allowance document in Block 12.
- Block 10. NEW TOTAL QUANTITY. Enter the total of the present quantity allowed and the additional quantity requested.
- Block 11. EXTENDED VALUE OF CHANGE. New total quantity less present quantity allowed times Unit Price. (Not required for decreases.)
- Block 12. JUSTIFICATION. Indicate authority for present quantity allowed (Block 9) and reason for requesting change. Completion of this block is mandatory.
- Block 13. COPY TO. Enter abbreviated titles and codes. Addresses are not necessary unless they are not available in the SNDL.
- Block 14. SIGNATURE. Sign in the same manner as other official correspondence.
- Block 15. FIRST ENDORSEMENT. TYCOM'S endorsement should include applicability to other ships and such other information which will assist in further consideration of the request.

# Allowance Change Process

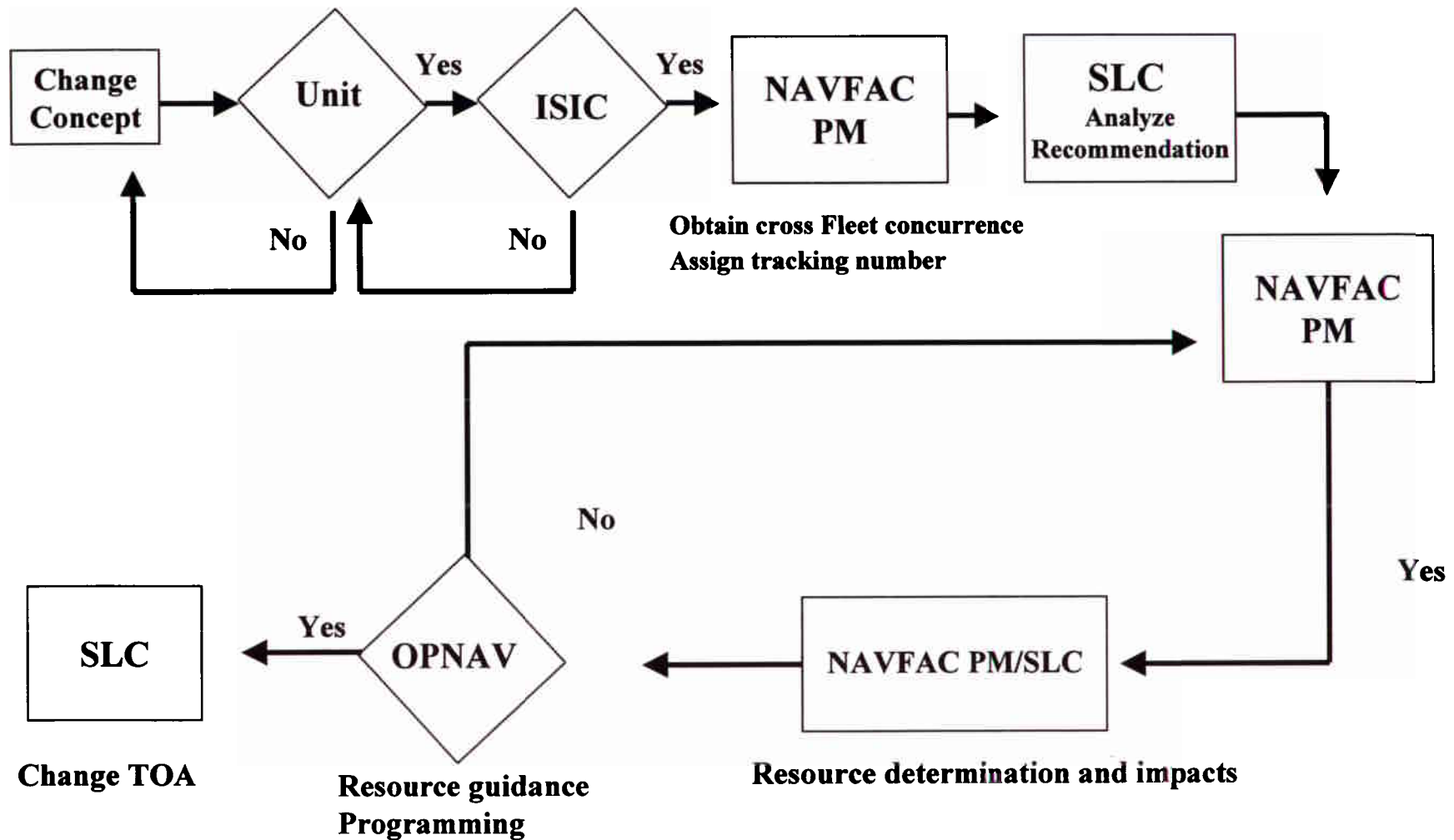
## Naval Construction Force Units



**ENCLOSURE(2)**

# Allowance Change Process

Naval Support Element / Naval Beach Groups / other Special Operating Units



ENCLOSURE(3)